

**United States District Court  
Middle District of Florida  
Orlando Division**

**VACANCY ANNOUNCEMENT**

**JUDICIAL LAW CLERK**

\$61,218 to \$103,106\*

**Announcement No.** 18-35

**Available:** May 2018

**Position Closes:** When filled

**Position Overview**

This vacancy is for a term law clerk to the Honorable Roy B. Dalton, United States District Judge. The law clerk has full responsibility for assigned civil and criminal cases. The law clerk reviews complaints for jurisdiction, drafts proposed orders, conducts legal research, manages a civil docket, assists with and attends court proceedings, acts as a legal advisor on pending litigation, and performs other duties as assigned.

Although the nature of the work is serious, the office environment is personable. There is daily interaction with Judge Dalton and the other law clerks. The law clerk must be able to work harmoniously with others and communicate effectively, both orally and in writing.

The position is available in May 2018. Interested candidates must commit to a 2-year clerkship, although Judge Dalton will evaluate the employment relationship after 1 year. At Judge Dalton's discretion, a term law clerk may be employed a maximum of 4 years.

**Qualifications**

The District's caseload is heavy so the position requires excellent writing and analytical skills. Applicants must have a strong work ethic and be able to meet multiple deadlines in a timely and organized fashion. Efficient, accurate, and concise writing skills are necessary.

At the time of appointment, applicants must be law school graduates and members of a bar. Candidates must have prior clerkship experience and/or 2 to 3 years of post-graduate legal experience. Academic standing in the top 15 percent is required, and experience on law review and/or moot court is preferred.

**Application Process**

Qualified applicants should email a complete application package electronically in pdf format only. The five required documents must be consolidated into one document in the order listed below and emailed to [resume\\_orl@flmd.uscourts.gov](mailto:resume_orl@flmd.uscourts.gov). A complete application includes a cover letter, resume, final law school transcript, 3 professional references, and a self-edited legal writing sample. Promising applicants will be scheduled for an interview. Because of the volume of applications usually received, receipt of applications will not be acknowledged.

### **Salary and Benefits**

\* The starting salary corresponds with work experience, previous federal government service, and pay history. The salary progresses through a classification level based on acceptable performance.

Although not included in the federal government's Civil Service classification, the term law clerk enjoys the same benefits as other federal government employees. The benefits include:

- Federal employees' health benefits;
- Supplemental dental and vision insurance;
- Federal employees' group life insurance;
- Flexible benefits program;
- Commuter benefit program;
- A minimum of ten paid national holidays a year. Other vacation to be scheduled on a schedule agreed upon between the law clerk and the Judge;
- Long-term care insurance; and
- Group long-term disability insurance program.

### **Background Check**

The selected candidate is subject to a background check and an FBI fingerprint check. The selected candidate will be hired provisionally pending the results of a background check.

### **Employment with the United States Courts**

Applicants must be a United States citizen or eligible to work in the United States. Employees of the United States District Court serve under "Excepted Appointment" and are at-will employees who can be discharged with or without cause by the Court. Employees also must use the Electronic Fund Transfer for payroll deposit.

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